



IN WG OPERATING INSTRUCTION 07-04

1 June 2010

Finance

IN WG MISSION AND AIRCRAFT REIMBURSEMENT PROCEDURES

SUMMARY OF CHANGES:

OI 07-04 outlines revised Indiana Wing procedures for submission and processing of mission reimbursement and aircraft-related financial paperwork. It contains significant process changes from the previous edition. Revisions are highlighted with a gray background. With this revision pilots are no longer required to routinely submit IN WG Form 994s for CAP-funded aircraft mission sorties, but instead are required to enter sortie data and upload fuel receipts into WMIRS. Requirements for use of WMIRS Form 104 are added. The requirement for the use of CAPF 84 for counterdrug flights is deleted. Instructions are provided for drivers of CAP corporate vehicles who have access to the new Wing Vehicle Fleet Card Program.

1. Purpose: This OI contains the instructions required for IN WG personnel involved in emergency services or CAP operations. It is vital that all personnel performing these missions know and understand the processes and responsibilities required for mission reimbursement.

2. Responsibilities:

- a. The **Wing Commander (CC)** is responsible for:
 - 1) Formulating mission reimbursement policy and procedures
 - 2) Reviewing monthly reports on reimbursements
 - 3) Enforcing compliance through the Wing operations staff and subordinate unit commanders
 - 4) The Wing Commander, or a designated individual, will review for approval all requests for outside agency reimbursements that fund Wing operations
 - 5) The Wing Commander, or a designated individual, will provide final review of all e108s for submission to NHQ
- b. The **Director of Operations (DO)** will:
 - 1) Ensure Operations staff understand this procedure and provide initial and remedial training to Indiana Wing mission personnel
 - 2) Ensure completed tach sheets for each IN WG aircraft are available to Wing staff
 - 3) Audit all WMIRS entries against aircraft tach sheets
 - 4) Assist the Indiana Wing finance staff to ensure successful execution of this operating instruction
- c. The **Director of Emergency Services (ES)** will:
 - 1) Ensure Emergency Services staff understand this procedure
 - 2) Provide initial and remedial training to Indiana Wing mission personnel, especially incident commanders, finance and admin section chiefs, and ground team leaders
 - 3) Assist the Indiana Wing finance staff to ensure successful execution of this operating instruction
- d. The **Standardization/Evaluation Officer (DOV)** will:
 - 1) Authorize Form 5 and Form 91 pilot evaluations
 - 2) Monitor spending on funded pilot evaluations, and ensure that spending does not exceed the Wing's annual budget

- e. The **Finance Officer (FM)** will:
 - 1) Ensure 100% of Wing reimbursements related to funded missions and other flying-related activities are captured IAW CAP policy
 - 2) Ensure that all unfunded air sorties result in reimbursement for aircraft maintenance fees at hourly rates established by CAP
 - 3) Generate and submit, through the Wing Commander or designee, cumulative WMIRS e-108s that are submitted to NHQ
 - 4) Advise the CC and DO on the status of the monthly mission reimbursement process
- f. The **Wing Administrator (WA)** will assist the CC, ES, DO and FM in the execution of this OI, including auditing tach sheets, submitted IN WG Form 994s, payments by CAP personnel for unfunded flights, auditing Wing credit card records, and making entries in Quickbooks.
- g. **All Indiana Wing incident commanders, finance and admin section chiefs, flight release officers, pilots and vehicle drivers** are required to understand and properly utilize these procedures.

3. Administrative Coordination:

a. IN WG contact information:

- 1) Email Contact for the Wing Administrator: glrin001@earthlink.net/wa@IN WG.cap.gov
- 2) Telephone Contact: Phone 317-924-0735; Fax 317-536-3235
- 3) Mailing Address:

Civil Air Patrol
 IN WG/WA (Attention: Mission Finances)
 3010 N White River Pkwy, E Dr
 Indianapolis, IN 46220-2231

b. **Rosters and IN WG Forms:** Wing Staff Roster and IN WG forms are maintained on the IN WG Website (<http://www.indiana-wing.org/>). Staff changes are announced from time to time through this Website. Members are responsible for obtaining a user name and password and checking the information to make sure they are using the correct mail and email addresses as Wing staff officer appointments do change from time to time. To request a password to the Indiana Wing Website, send an email to mtgallant@comcast.net. Please include your CAP ID Number and requested login ID name, which can be a name or a function – example: IN WG/IT is for Indiana Wing/Information Technology Officer.

c. **Monthly Audit Process:** On or before:

- 5th of the month: Aircraft tach sheets for the prior month will be transmitted by flying unit DOs to the Wing DO and FM
- 12th of the month: DO will validate all WMIRS entries against tach sheets. A discrepancy report will be transmitted to all parties concerned.
- 15th of the month: WA will generate a list of all unfunded "B" and "C" missions and document payment discrepancies.
- 15th of the month: FM will generate WMIRS e-108s for prior month's funded missions.
- 25th of the Month: FM and WA will resolve discrepancies in unfunded sorties, invoice pilots for shortages, and refund excess member reimbursements.

d. **End of month processing:**

- WA receives notifications of reimbursement from NHQ
- WA enters deposits into QB
- WA reconciles all reimbursements, including member reimbursements
- WA reconciles WMIRS against fuel charged to the Wing fuel account

- WA informs FM and CC of any discrepancies
- Wing staff resolves discrepancies
- WA makes out checks for CAPF 108 reimbursements to members

4. Mission Processing Requirements:

a. **Background:** Indiana Wing is required to cover AVCARD fuel expenditures from Wing funds while awaiting reimbursement from NHQ for funded missions. For unfunded missions, we pay CAP for the minor maintenance costs of each aircraft, members pay for fuel and reimburse Wing for the maintenance charges collected by NHQ. The Wing operating budget is about \$15,000 a year from member dues. IN WG maintains a small financial reserve. AVCARD, major vehicle expenditures, and mission support expenditures can run as much as \$15,000 a month in the summer months. Timely reporting is absolutely critical to ensure quick reimbursement from NHQ and uninterrupted Wing financial and mission capability.

b. **"A" Mission Symbols:** "A" missions are typically considered, "Funded Missions." AVCARD use for aviation fuel is authorized, and fuel expenditures for ground support for some missions are paid. Lodging and per diem may also be authorized for A1 and A2 missions. NHQ reimburses IN WG for fuel. Through the Consolidated Maintenance Program (CMP), NHQ pays all aircraft maintenance services direct to the service shop. In an emergency, NHQ may authorize local repairs for an aircraft on an exception basis, but prior authorization MUST be received in advance through IN WG/DOM.

c. **"B" & "C" Mission Symbols:** These missions are typically, but not always, "Unfunded Missions" for aviation-related and other activities.

- 1) AVCARD use for aviation fuel is usually **not** authorized. The pilot normally purchases aviation fuel, submits the pilot-paid fuel receipt, the check for the hourly maintenance fee, and an IN WG Form 994 to HQ IN WG. IN WG collects these maintenance fees and reimburses CAP. These missions also require pilot reporting in WMIRS.
- 2) B and C missions may be funded by CAP, or other sources, including Indiana Department of Homeland Security, Indiana National Guard, Red Cross, and other public agencies. Pilots will be notified if a B or C mission is to be funded. **Funded B or C missions are treated as A missions for expense processing purposes.**

d. **Aircraft Refueling:** Aircraft will generally be refueled after every sortie. Local requirements (such as multiple orientation flights in a set period or a passenger pick up sortie) may require fuel at the end of a series of sorties. However, the general principle of refueling after each sortie should be followed, and an aircraft must not be flown on a different mission number or type between refuelings. This is crucial to ensure expenses track with the mission flown. In situations where the FBO is closed or otherwise unable to fuel the aircraft, the PIC is normally expected to return the next day, have the aircraft fueled, and process the receipt IAW OI 07-04. At the beginning of a mission, if an aircraft is found to be low on fuel, fuel the aircraft, notify the prior pilot of the issue, and arrange to have that pilot retrieve the receipt and process it per OI 07-04. Even short maintenance trips to a repair facility require refilling the aircraft if it is going to remain overnight at the facility or go out on a mission after servicing.

5. General Reporting Requirements:

a. **WMIRS:** Flying sorties, whether reimbursed or not, and ground sorties where reimbursement is authorized and requested, will be entered in WMIRS within 24 hours of completion. A1, A2, A3 and all disaster relief missions also require use of WMIRS Form 104.

b. **Flying Sortie Reimbursement Requirements:**

- 1) Pilots will, in most cases, enter data into WMIRS, including all applicable data fields, and will scan and upload fuel receipts into WMIRS. Uploaded fuel receipts must be legible, in PDF file

format and annotated with the Mission Number and Sortie Number. If the receipt does not have the aircraft tail number that must also be annotated. Uploaded receipt files will be named by Mission Number and Sortie Number (Example: 10-T-5437 Sortie 5.pdf).

- 2) If a pilot cannot produce a satisfactory scanned receipt for uploading, the fuel receipt will be attached to a Form 994 and e-mailed, faxed or mailed to Wing HQ. **Use of U.S. mail is discouraged due to possible delays.** There are numerous free programs that will generate PDF files from any document. A link to a free PDF-writing utility is at the end of this document.
- 3) If a pilot's unit is paying for the sortie, the pilot will need to seek reimbursement from the unit after paying for the fuel and maintenance charges.
- 4) Several IN WG Form 994s may be submitted at the same time. If these are for B and C sorties one check can be used to cover the entire expense.
- 5) If for any reason there is a need to purchase aviation fuel for a **funded** A, B, or C mission using anything other than the AVCARD, use CAPF 108 to file for reimbursement for the fuel cost, accompanied by a copy of the fuel receipt. The request must be sent to the WA.
- 6) For funded missions, failure to submit receipts for fuel charged to the Wing AVCARD will result in an invoice to the PIC.
- 7) Fuel charged to the Wing AVCARD for unfunded missions will result in an invoice to the PIC.

c. Ground Sortie and Other Reimbursed Expenses Requirements:

- 1) All mission expenses that are to be reimbursed to individuals require WMIRS entry and a CAPF 108 submission to the Wing, along with original receipts.
- 2) Normally, these expenses would be aircraft or auto fuel purchased with personal funds in support of funded missions.
- 3) Other possible needs for this form include pre-authorized hotel accommodations, per diem, and any other authorized mission-related expenses.
- 4) Anytime a pilot cannot use the Wing AVCARD for a funded mission fuel purchase, the CAPF 108 must be submitted with an original fuel receipt(s).
- 5) CAPF 108 is not to be used for non-mission reimbursements.
- 6) IN WG Form 925 is authorized for non-mission reimbursements from Wing funds.

d. Requirements for CAP Vehicle Fuel Expenses Charged to the Wing Fleet Card:

- 1) Fleet cards will be used for Corporate-owned vehicle fuel expenses only.
- 2) Fleet card use is pre-authorized only for CAP A1, A2 and A5 missions where CAP NHQ has authorized vehicle fuel expense reimbursement.
- 3) Any other use for fuel expenses requires prior permission from IN WG/FM or CC.
- 4) Fuel receipts will be emailed, faxed or mailed to Wing HQ, or given to the IC if appropriate.
- 5) Submitted fuel receipts are required to have following items written on the receipt: Mission number, WMIRS sortie number, vehicle CAP ID number, member name, member CAP ID.
- 6) No CAPF 108 is to be submitted for Wing fleet card use.
- 7) CAPF 108 submission is required when fuel is purchased for Corporate-owned vehicles during funded missions, and using personal funds.
- 8) Non compliance with these requirements may require member reimbursement to Indiana Wing for the associated expenses

e. Accuracy: Please make every attempt to be accurate and complete with your paperwork. It is important that WMIRS, tach sheets, IN WG Form 994s and CAPF 108s are correct and consistent. Errors result in delays in reimbursement to both Wing and members.

6. Amplified Reporting Procedures by Mission Type (Funded versus Unfunded):

a. General Funded Mission Procedure:

- 1) *Aircraft Fuel Expenses:* Unless an IC is assigned, the PIC will enter sortie information and upload fuel receipts into WMIRS. If an IC is assigned, the pilot will coordinate WMIRS entry with the IC and, if applicable, the mission base staff. Uploaded receipt files will be named by Mission Number and Sortie Number (Example: 10-T-5437 Sortie 5.pdf). If the PIC cannot generate a legible PDF scan of a fuel receipt WMIRS entry will be completed, and an IN WG Form 994 and the fuel receipt(s) will be faxed or mailed to the Wing office per the mailing address information on page 2. **Mailing is strongly discouraged due to delays in delivery resulting in a potentially negative impact on the pilot's financial standing with the Wing.**
- 2) *Vehicle Fuel Expenses:* Vehicle drivers on funded missions will either use the Wing fleet card or submit a CAPF 108 for reimbursement for personal funds. Unless an IC is assigned, funded ground sorties will normally be entered in WMIRS by the driver. If an IC is assigned, the driver will coordinate WMIRS entry with the IC and/or Ground Branch Director. Vehicle information, including make, model, year, license number and correct mileage must be completed to be properly reimbursed. CAPF 108 requests for reimbursements and annotated Wing vehicle fleet card receipts will be sent to IN WG HQ. Scanned and emailed or fax are the preferred methods of transmittal. **Mailing is strongly discouraged due to delays in delivery resulting in a potentially negative impact on the member's financial standing with the Wing.**

b. General Unfunded Mission Procedure: Unfunded missions are B or C missions where the pilot pays for fuel and maintenance fees and drivers pay for vehicle fuel

- 1) *Aircraft Fuel Expenses:* Pilots will complete a WMIRS entry for a sortie, fill out an IN WG Form 994, and mail that form, with a check for maintenance fees, to the Wing. A copy of the pilot-paid fuel receipt is not required, but is strongly suggested.
- 2) *Vehicle Fuel Expenses:* Drivers are not required to report unfunded ground sorties in WMIRS

c. Additional requirements, by Mission Symbol (See Appendix 1: CAP mission symbols):

A1 (AFRCC SAR), A2 (AFNSEP DR):

- 1) Mission pilots and drivers will coordinate WMIRS entry with the IC
- 2) WMIRS Form 104 will be used for briefing and de-briefing
- 3) CAPF 108 requests for reimbursements and annotated Wing vehicle fleet card receipts will be sent to IN WG HQ. Scanned and emailed or fax are the preferred methods of transmittal. U.S. mail may also be used, but is discouraged due to possible delays in delivery.

A5 (SAR/DR Training):

- 1) Mission base staff enters inbound and mission sortie (air and ground) WMIRS information, and upload aircraft fuel receipts into WMIRS, as sorties are concluded
- 2) Use of WMIRS Form 104 is not required, but is recommended for practice purposes
- 3) Pilots enter outbound sortie information and upload fuel receipts into WMIRS
- 4) IC or Ground Branch Director will enter outbound ground sortie information, including fuel expense amounts, into WMIRS. Drivers send vehicle fuel receipts to be reimbursed to IN WG HQ with CAPF 108. Vehicle information, including make, model, year, license number and correct mileage must be completed to be properly reimbursed. Annotated Wing fleet card fuel receipts will also be sent to IN WG HQ. Scanned and emailed or fax are the preferred methods of transmittal. U.S. mail may also be used, but is discouraged due to possible delays in delivery.

A3 (CD actual), A4 (CD Training) Missions:

- 1) Pilots are required to complete WMIRS and WMIRS Form(s) 104 within 24 hrs of completed sortie(s). For A3, missions submit to the CDO, via email, one WMIRS Form 104 for the actual search portion and show the sortie number in the WMIRS Tracking Number box. Additional sorties/doglegs, in support of the A3 main search sortie, must be shown in the Form 104 Remarks section.

A7 (USAF funded CAPF 5/91 checkrides) and B17 (unfunded, USAF insured CAPF 5/91 checkrides):

- 2) Pilot requests and completes checkride IAW CAPR 60-1, IN WG Supplement 1 CAPR 60-1 and IN WG CAPF5/CAPF91 Checkride Protocol

A6, A9, A15 and A20 flights released under the monthly "A" mission number:**1) A6 AFROTC Orientation Flights:**

- a) Pilot receives request for AFROTC flights
- b) Pilot accepts and flies AFROTC O-Flight assignment
- c) Within 24 hours of the sorties the pilot completes WMIRS entries and uploads fuel receipts, and copies of AFROTC Flight Orientation Information Sheets
- d) Uploaded fuel receipt files and AFROTC Flight Orientation Information Sheets will be named by Mission Number and Sortie Number (Example: 10-T-5437 Sortie 5.pdf).
- e) If the pilot cannot generate legible PDF scans of the fuel receipt(s) or Information Sheets these must be sent, with an IN WG Form 994, to the Wing office

2) A9 Maintenance Flights:

- a) Only specifically designated FROs (CC/DO/DOM) can request and release A9 flights

3) A15 and A20 Cadet Orientation Flights:

- a) Pilot accepts request for O-Flights via the pilot's unit or area commander
- b) Pilot, or O-Flight coordinator, verifies flight and O-Flight information and enters into WMIRS, along with fuel receipts, within 24 hours of O-Flight completion

B9 Wing-Funded maintenance flight (Requires Wing approval):

- 1) Pilots are authorized to use the Wing AVCARD for fuel purchases
- 2) Only specifically designated FROs (CC/DO/DOM) can request and release B9 flights

B15 and B20 – Unfunded Cadet Orientation Flights:

- 1) Pilot accepts request for O-Flights from a requesting unit's or area commander
- 2) Pilot, or O-Flight coordinator, enters Cadet and flight information into WMIRS

All C flights funded by Wing:

- 1) Pilot must receive written Wing Finance Committee authorization for Wing Funding

B21/C21: NHQ-Assigned flights, handled on a case-by case basis with the IN WG CC, DO and FM

All Others: Handled on a case by case basis through the CC/DO/FM. Disaster relief sorties require submission of WMIRS Form 104.

Free PDF Generation Software for Windows: There are several PDF generating programs available. Here is a link to one such program: <http://www.primopdf.com/index.aspx> When installing this program it will try to get you to buy the full "Pro" version, but that is not necessary. You may also have to set the default PDF viewer to Acrobat if you want to open the PDF files automatically after they are generated.

PDF Generation Software for Macintosh: Macs have the capability to generate PDF files built into the operating system.

Appendix 1

FLIGHT MISSION SYMBOLS (Source: Flight Mission Symbols

http://www.capmembers.com/media/cms/CAPR_601_Flight_Mission_SymbolsMar__5B3F945939CA3.pdf)

AIR FORCE ASSIGNED MISSIONS (AFAM) - Reimbursable with USAF funding

Mission Symbol and Description

A1	Search and rescue missions assigned by the Air Force Rescue Coordination Center (AFRCC)
A2	Missions flown under a mission number issued by the Air Force National Security Emergency Preparedness office (AFNSEP) (NOTE 1)
A3	Counterdrug actual missions
A4	Counterdrug training missions
A5	Search and rescue/disaster relief training/evaluations missions/CAPR 123-3 inspections (NOTE 2)
A6	Air Force Reserve Officer Training Corps (AFROTC) orientation flights including flights to and from the orientation site
A7	CAPFs 5 & 91 evals, NCPS course, Proficiency flights by qualified SAR/DR/CD mission pilots conducted pursuant to guidelines published by HQ CAP-USAF in the pilot profiles on the Stan/Eval website.
A8	Air Force Junior Reserve Officer Training Corps (AFJROTC) orientation flights including flight to and from the orientation site
A9	Maintenance flights in support of Consolidated Maintenance Contract Program (CMCP) (To be flown by current and qualified CAP Mission Pilots (including CAP Transport Mission Pilots)
A15	CAP cadet orientation flights IAW CAPP 52-7 Cadet Orientation Flight Syllabus
A18	Homeland Security missions
A20	Glider tow plane operations supporting CAPP 52-7, Cadet Orientation Flight Syllabus. This includes ferry flights and training. If sufficient funds are available, the wing commander may fund initial tow pilot training for up to two pilots each fiscal year from the wing's training or orientation flight budget.
A99	Missions specifically approved by the Air Force including low-level survey, courier, etc

AFAM – USAF Non-reimbursable (May be reimbursed by non-Air Force agencies)

Mission Symbol and Description

B5	AF Training Missions paid for with corporate funding
B8	Flights flown for and funded by the American Red Cross
B9	Maintenance flights in support of aircraft delivery and pickup (other than CMCP flights)
B10	Flights flown under a Federal Emergency Management Agency (FEMA) mission number and flown IAW the FEMA memorandum of understanding (MOU)
B11	Flights flown under a National Oceanic and Atmospheric Administration (NOAA) and National Weather Service (NWS) mission number and flown IAW the NOAA and NWS memorandums of understanding.
B12	Proficiency flight by qualified SAR/DR/CD mission pilots conducted pursuant to guidelines published by HQ CAP-USAF in the pilot profiles on the Stan/Eval website and SAR/DR training in accordance with CAPR 60-3.
B13	Support to federal or national relief agencies with an Air Force approved MOU
B14	Support to state, county, and local agencies when approved and assigned by AF/XOS-HA
B15	CAP cadet orientation flights IAW CAPP 52-7, Cadet Orientation Flight Syllabus, (not reimbursed with AF funds)
B16	Orientation flights for IACE cadets and their escorts
B17	CAPFs 5 and 91 evaluations, National Check Pilot Standardization Course, and flight clinics flown under an Air Force mission number
B18	Homeland Security Missions
B20	Glider tow plane operations supporting CAPP 52-7, Cadet Orientation Flight Syllabus. This includes non-reimbursed ferry flights and training
B21	NHQ directed and funded missions
B99	Other missions specifically assigned by the Air Force (e.g. media, public official, etc.). This mission must be approved in advance by the Air Force

CAP Corporate Missions

Mission Symbol and Description

C8	Air transportation flights to and from squadron or higher official conferences or meetings
C9	Maintenance flights (includes flights in support of aircraft delivery and pickup)
C14	Support to state, county, and local agencies not assigned as an AF approved mission
C16	Cadet flights including training, flight encampments/academies, cadet encampments

- C17 CAPFs 5 & 91 evaluations and proficiency flights not designated as an AFAM
- C18 Homeland Security Missions not designated as an AFAM
- C19 Teacher Orientation Program flights. Orientation flights for CAP teacher Aerospace Education Members. These missions are familiarization flights.
- C20 Glider tow plane flights for non-USAF missions (includes ferry/training flights)
- C21 NHQ directed and funded missions
- C99 Other missions specifically approved by the National/Region/Wing Commander
- C911 Missions requiring prompt action to save lives, prevent human suffering, or to mitigate great property damage. These missions may be funded by a customer or the CAP Wing's corporate (non-appropriated) budget

OtherMission Symbol and Description

- L1 USAF liaison personnel flying

NOTE 1: Does not include FEMA (B10) missions, Red Cross (B8) missions, or support to other federal or national relief agencies with an Air Force approved MOU (B13).

NOTE 2: CAPR 123-3 inspections are only authorized as an A5 mission through a training mission request via WMIRS.